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DD/S 68-4221
29 Mar 1968

OGC REVIEW COMPLETED

29 Mar 1968

MEMORANDUM FOR: Director of Finance

SUBJECT : Financial Records Retirement Program

1. I am returning the proposal which the Office of Finance made on 29 March 1968 with regard to the retention of certain Agency records which include payroll vouchers for indigenous employees.

2. The Office of Security concurred in the proposed retention of twelve years from a security standpoint, but the Deputy Director for Plans suggested a compromise period of retention of thirty years. Subsequent to the replies from the Office of Security and the DD/P, the Agency Records Administration Officer and the Office of General Counsel have indicated that there can be no alternative to the sorting out of payroll records of indigenous personnel if a retention period of less than 56 years is to be applied to the remaining records. It may be that sorting of this material can be an important part of the overall screening of records, which is to be undertaken within the next few weeks.

3. In view of the objections of the OGC and the Records Administration Officer, I cannot approve the recommendation in the attached memorandum but suggest a revision of our procedures in order to permit the segregation of records which must be held for different periods of time.

[Redacted]
R. L. Bannerman
Deputy Director
for Support

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Att.

Memo dtd 29 Mar 68 to DD/S fr D/OF, same subj

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[Redacted]

OGC, May 22, 1968.

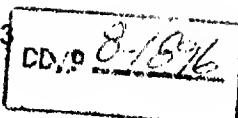
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8 May 1968

MEMORANDUM FOR: Deputy Director for Plans
SUBJECT: Financial Records Retirement Program
REFERENCE: Memorandum from the Director of Finance
to the Deputy Director for Support
dated 29 March 1968.

1. This Staff feels that it needs the retention of travel accounting records (PCS and TDY), operational entertainment and expense vouchers, leave records, field transportation records and personal service contracts on a relatively long term basis in order to effectively carry out its responsibilities in highly important sensitive counterintelligence cases.

2. The frequency of requests for searches of the financial records is not a substantive basis for judging value of the records. The financial records permit detailed reconstruction of travel and assignments impossible to obtain from any other records in the Agency. The operational files permit only the reconstruction of the operational activity without reference to other actions on the part of staff, staff agent, and contract personnel which becomes highly important in cases involving operational security as to such personnel.

3. We feel that a thirty year retention period would be more realistic than 12, 20 or 56 mentioned variously in reference document. If we should have a case comparable to that of H.A.R. Philby, we could very well wish to research activities extending that far back in time.

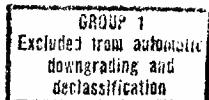
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[Redacted]
James Angleton
Chief, Counter Intelligence Staff

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Attachments:
Memo from Dir. of Finance
with attachments thereto.

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